

## VI-4 Labor Distribution-Timesheets

Timesheets are used to distribute labor costs when salaries and wages must be charged to specific work activities that vary each month and/or when required for specific funding sources, e.g., Federal funds.

Through the optional timesheet process, CALSTARS labor distribution accommodates three types of time reporting as defined below:

- ✱ Full positive time reporting – when timesheets are used by all employees in a Payroll Reporting Unit (PRU) to record their total monthly hours;
- ✱ Negative time reporting – when timesheets are not required unless an employee uses a different distribution than the EM Table (timesheet information overrides the Home Base accounts in the EM Table); and,
- ✱ Exception time reporting – when timesheets are used to charge part of the total monthly hours differently than the EM Table Home Base accounts, but the balance is charged according to the EM Table Home Base accounts.

Prior to using timesheets, Chapter IV-2, Labor Distribution Control (LC) Table, and Chapter IV-3, Employee Master (EM) Table, should be fully understood in order to determine the requirements necessary for the timesheet process.

This chapter includes a detailed discussion about printing timesheets, the monthly timesheet process; and Timesheet (TS) Table maintenance.

### TIMESHEET CREATION AND PRINTING

To help departments provide staff with written procedures for the timesheet process, a Timesheet Handbook is available by department request. The handbook can be used as a template for creating a department-specific handbook. To request the handbook, send an e-mail to the CALSTARS System Support Unit at [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov).

Before implementing the timesheet process, departments must design a department specific timesheet. Departments should develop a timesheet format similar to the TS Entry screen to make the key entry process easier.

CALSTARS has a timesheet data printing feature available through the ET2 report. This feature allows departments to print specific information on department designed timesheet each month. To use this feature, the timesheet must be designed to accommodate the print pattern provided by CALSTARS. Exhibit VI-4-1 displays a sample timesheet.

## ET2 Report

The ET2 Report must be activated before it can be requested through the Request Standard Reports Screen (Command **G.3**). To activate ET2 Report, departments must send a request via an e-mail to the CALSTARS System Support Unit at [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov).

The following Report Request options are available for the ET2 Report:

### Report Period

**FM** - The FM Report Period on the Report Selection Options screen is used to select the Pay Period that prints on the timesheets.

**CM** - Prints the timesheet with the current calendar month as the Pay Period (i.e., timesheets requested any time during the month of August with the **CM** option will reflect the *August* Pay Period); and

**NM** - Prints the timesheet with the next calendar month as the Pay Period (i.e., timesheets requested any time during the month of August with the **NM** option will reflect the *September* Pay Period).

### Level of Detail

**Index (I)** - The available options below control how the Employee Number is displayed on the timesheet as follows:

- 0** - Displays the entire Employee Number; or
- 1** - Displays only the last four (4) digits with the first five digits as "XXX-XX" (i.e., XXX-XX-1234).

**Program (P)** - The available options below control the detailed print information as follows:

- 1** - Print heading only;
- 2** - Print heading and body, *except for* Location and Multi Purpose;
- 3** - Print heading and body, including Location; or
- 4** - Print heading and body, including Multi Purpose.

If Program (P) option **1** is selected, only the heading is printed on the timesheet. The table below lists the fields on the print header and the source of the data displayed.

<b>Data Name</b>	<b>Source of Data</b>
Organization Code	Organization Code from signon
Organization Name	D01 Descriptor Table
Index	EM Table (code following the 'Name' field)
Index Name	Index Code Table
Employee or Group Name	EM Table
Position	EM Table
Employee Number	EM Table
Pay Period Year and Month	D46 Descriptor Table (based upon the fiscal month option in the report request)
Class Title	EM Table
Work Week Group	EM Table
Monthly Salary Rate	EM Table
Pay Period Start and End Dates	D46 Descriptor Table (based on the fiscal month option in the report request)

If Program (P) option **2-4** is selected, both heading and body is printed on the timesheet. The table below lists the fields displayed in the body of the timesheet.

<b>Data Name</b>	<b>Data Codes</b>
Default code	<b>1</b> - Default to the Home Base accounts <b>0</b> - Charge the timesheet accounts
Hour Type	Only the following hour types are pre-printed: <b>0009</b> – Regular <b>1008</b> – Overtime <b>2007</b> - Shift differential <b>3006</b> - Shift differential overtime
Index	Agency defined
PCA	Agency defined
PCA Activity	Agency defined
Agency Object	Agency defined
Project/Work Phase	Agency defined
Location (Option <b>3</b> only)	Agency defined
Multi Purpose(Option <b>4</b> only)	Agency defined

Option/Source (O/S) - The available options below control the display of the Pay Period Year as follows:

- 0** - Displays the 2-digit Pay Period Year; or
- 1** - Displays the 4-digit Pay Period Year.

One page is printed for every EM Table record (each employee or group) that has a Time Sheet Flag Indicator of **Y**. A timesheet is also printed if a timesheet was keyed for an employee or group in the prior-prior month, even if the Time Sheet Flag Indicator is not **Y**. The preprinted timesheets are sorted by the Timesheet Index Code (from the EM Table), Position (if present) and Employee Number. A maximum of 10 lines of distribution classification per timesheet is printed.

Prior to the printing of the employee timesheet data, ten sample timesheet test patterns are printed with X's in the ET2 Report heading to assist with the print alignment. The printer can be paused to adjust the alignment of the paper. The test pattern for the ET2 is displayed in Exhibit V1-4-2.

# EMPLOYEE TIME REPORT

VI-4-5

EXHIBIT VI-4-2  
ET2 REPORT - TEST PATTERN

[illegible]

```
X XXXX XXXX XXXXX XXXX XX XXXXXX XX XXXXXXXXXXXXXXX
X XXXX XXXX XXXXX XXXX XX XXXXXX XX XXXXXXXXXXXXXXX
X XXXX XXXX XXXXX XXXXX XXXX XX XXXXXX XX XXXXXXXXXXXXXXX
X XXXX XXXX XXXXX XXXX XX XXXXXX XX XXXXXXXXXXXXXXX
X XXXX XXXX XXXXX XXXXX XXXX XX XXXXXX XX XXXXXXXXXXXXXXX
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X XXXX XXXX XXXXX XXXX XX XXXXXX XX XXXXXXXXXXXXXXX
X XXXX XXXX XXXXX XXXXX XXXX XX XXXXXX XX XXXXXXXXXXXXXXX
X XXXX XXXX XXXXX XXXX XX XXXXXX XX XXXXXXXXXXXXXXX
```

**Legend (not printed):**

- First line - Organization Code, Organization Name, Index, Index Name  
Second line - Employee/Group Name, Position, Employee Number, Pay Period Year and Month  
Third line - Class Title, Work Week Group, Monthly Salary, Pay Period Start and End Dates  
Next 10 lines - Default Code, Hour Type, Index, PCA, PCA Activity, Agency Object, Project/Work Phase, Multi Purpose
- NOTE:** On the Employee Timesheet Table Maintenance/Inquiry screen, the Default Code and Hour Type fields are reversed and the Location field is between the Work Phase and Multi Purpose fields.

## **STEPS IN THE MONTHLY TIMESHEET PROCESS**

Exhibit VI-4-3 displays the monthly timesheet process. The steps described below must be completed before running the Labor Distribution Process.

### **1. Distribute the Timesheet.**

Timesheets are normally distributed before the beginning of a month to allow for timely posting to the timesheet.

### **2. Employees Complete and Submit Timesheets.**

Each employee (or group) completes and submits a timesheet according to the department specific "Timesheet Handbook". The actual number of hours entered and the methodologies used for determining the distribution of hours and costs are defined by the department.

### **3. Supervisors Approve Timesheets.**

Each supervisor reviews and approves completed employee/group timesheets and distributes copies to the Accounting Office, Personnel, employee, etc.

### **4. Accounting Office Technical Review Prior to Data Entry.**

The Accounting Office staff reviews, verifies computations and inserts coding, as appropriate.

### **5. Enter Timesheet Data.**

The Accounting Office staff enters timesheets into CALSTARS via the Timesheet Entry screen (Command **J.1** or **I.7.3**). Timesheets are fully edited online. All records that pass online edits are accepted.

### **6. Review the Daily Timesheet Activity Reports.**

The Accounting Office staff reviews the Timesheet Table Activity Reports to validate timesheet input. Refer to the *Timesheet Table Reports* section, for a description of the Timesheet Table Activity Reports.

## 7. Identify Missing Timesheets using the ET1, Timesheet Exception Report.

The ET1 Report is used to identify missing timesheets prior to the Labor Distribution process. To allow time for corrective action, the report should be ordered a few days before Labor Distribution is set to run.

### Request ET1 Report

The ET1, Timesheet Exception Report, is requested through Command **G.3**, Request Standard Reports screen, to determine if Labor Distribution is ready to be run.

The following Report Request options are available on the Report Selection Options screen for the ET1 Report:

### Report Period

**PM** – only Report Period option available

### Level of Detail - IPOF

Program (**P**) Indicator – The available options below control the detailed print information as follows:

- 0** – Displays standard employee information; e.g., Position (if used), Employee Number, Employee Name, etc.; or,
- 1** – Displays standard employee information and EM Home Base account information (from EM Table).

Exhibit VI-4-4 (**P** Indicator = 0) and Exhibit VI-4-5 (**P** Indicator =1) display examples of the ET1.

### Destination Options

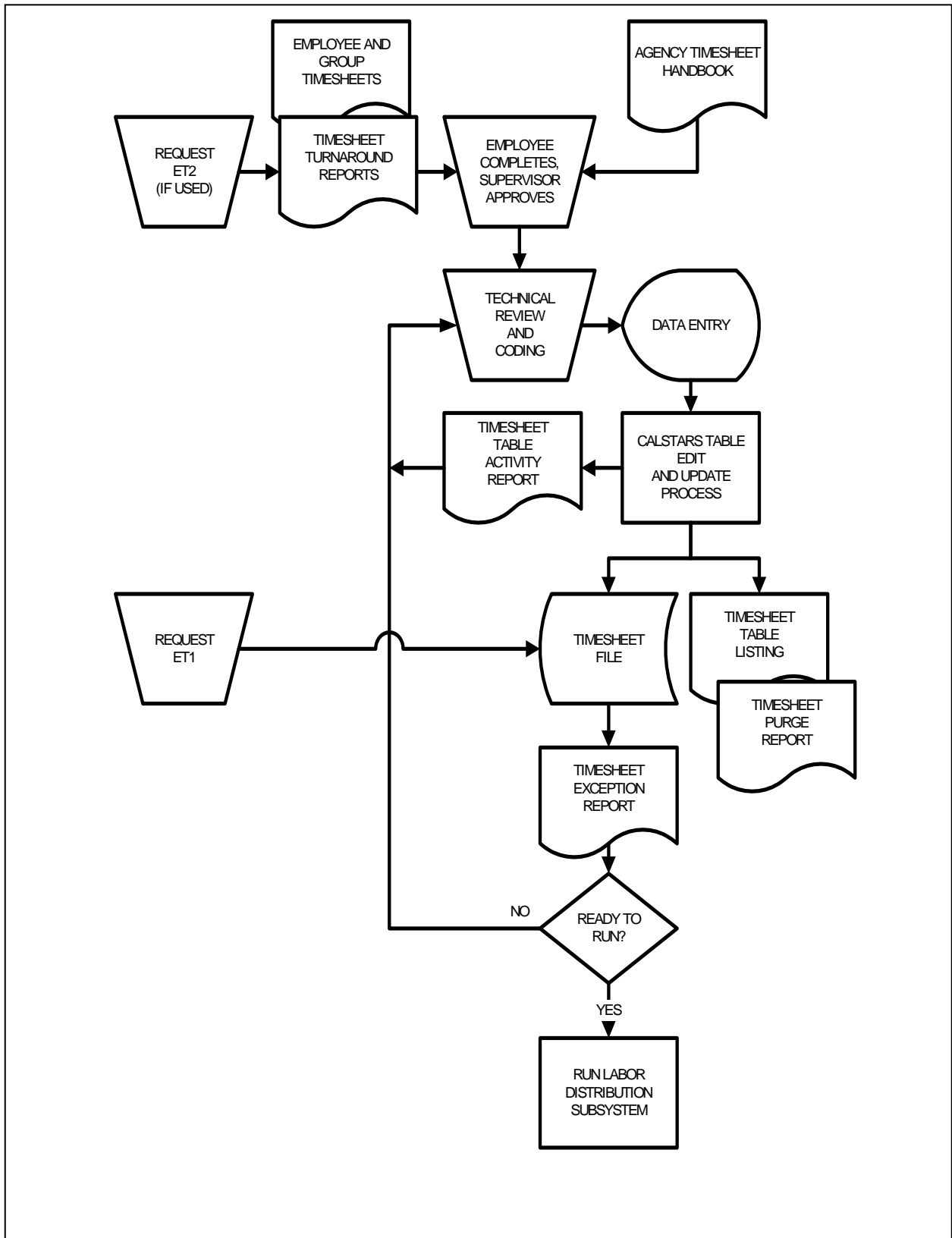
All available output media is available for the ET1 Report (**A, D, E, F, H, L, M, N, R**) Refer to Volume 6, Chapter II-A for a description of these options.

The ET1 is sorted by Timesheet Index Code (when present in the EM Table record), Position and Employee Number.

Edits are performed based upon two indicators in the EM Table, the Timesheet Indicator and the Workweek Indicator. If an edit fails, e.g., missing timesheets for employees who are on a positive time reporting basis (timesheet required), an exception message is displayed on the ET1. Exhibit VI-4-6 displays all of the edit messages, describes why the messages occur, what corrective action should be taken, and what happens if corrective action is not taken prior to running Labor Distribution.



EXHIBIT VI-4-3  
MONTHLY TIMESHEET PROCESS



## EXHIBIT VI-4-4

CSTARET1 9990 (DEST: A1 CTP2) PM, ,0,0,0,0, , , , , , ,  
FISCAL MONTH: 10 APRIL \*\*\*\*\*

\*\*\*\*\* RUN:05/10/07 TIME:11.31

DEPARTMENT OF AIR QUALITY  
TIME SHEET EXCEPTION REPORT  
FOR THE MONTH OF APRIL - MONTHLY HOURS 168

\*\*\*\*\* PAGE 1

EM	INDX	POSITION	EMP NUMBER	NAME	TS	WW	TIMESHEET	REG	HOURS	MESSAGES
			001-01-0002	EMPLOYEE, ARNIE	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0003	EMPLOYEE, ARNNIE	Y	N				OT CANT BE DISTRIBUTED-NO REGULAR HOURS
			001-01-0005	TESTING	Y	Y				REQUIRED TIME SHEET NOT FOUND
			001-01-0011	EMPLOYEE, ABLE	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0012	WORKER, ABLE	Y	Y				TS HOURS NOT EQUAL NORMAL MONTH HOURS
			001-01-0013	EMPLOYEE, ABLE	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0014	EMPLOYEE, ABLE	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0016	EMPLOYEE, TEST	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0017	EMPLOYEE, TEST	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0018	EMPLOYEE, TEST	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0019	A	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0020	UPLOAD INDEX CHANGE	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0025	PERSON, ANNIE	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0026	PERSON, ERNEST	Y	N				REQUIRED TIME SHEET NOT FOUND
			001-01-0064	EMPLOYEE, INDIVIDUAL	Y	Y				REQUIRED TIME SHEET NOT FOUND
			001-01-0068	EMPLOYEE, DIFFERENT	Y	Y				REQUIRED TIME SHEET NOT FOUND
			001-01-0069	EMPLOYEE, DIFFERENT	Y	Y				REQUIRED TIME SHEET NOT FOUND
			001-01-0070	CHECK DEFAULT	Y	Y				REQUIRED TIME SHEET NOT FOUND
	001-006			TEST GROUP 6	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-001			GROUP 123 001 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-002			GROUP 123 002 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-003			GROUP 123 003 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-004			GROUP 123 004 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-005			GROUP 123 005 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-006			GROUP 123 006 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-007			GROUP 123 007 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-008			GROUP 123 008 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-009			GROUP 123 009 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-010			GROUP 123 010 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-011			GROUP 123 011 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-012			GROUP 123 012 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-013			GROUP 123 013 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-014			GROUP 123 014 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-015			GROUP 123 015 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-016			GROUP 123 016 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-017			GROUP 123 017 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-018			GROUP 123 018 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-019			GROUP 123 019 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-020			GROUP 123 020 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-021			GROUP 123 021 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-022			GROUP 123 022 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-023			GROUP 123 023 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-025			GROUP 123 025 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-026			GROUP 123 026 TEST PT UPLOAD	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-123			JAMES BOGNET	Y	N				REQUIRED TIME SHEET NOT FOUND
	123-123-1111-001	001-01-0001		TESTING	Y	N				REQUIRED TIME SHEET NOT FOUND

EM	POSITION	EMP NUMBER	NAME	TS	WW	REG HOURS	MESSAGES
001-01-0002	EMPLOYEE, ARNIE	1.0000	AAAA	Y	N		REQUIRED TIME SHEET NOT FOUND
001-01-0003	EMPLOYEE, ARNNIE	0.2000	AAAA	Y	N		OT CANT BE DISTRIBUTED-NO REGULAR HOURS
001-01-0005	TESTING	0.2000	AAAA	Y	Y		REQUIRED TIME SHEET NOT FOUND
001-01-0011	EMPLOYEE, ABLE	1.0000	AAAA	Y	N		REQUIRED TIME SHEET NOT FOUND
001-01-0012	WORKER, ABLE	1.0000	AAAA	Y	Y		TS HOURS NOT EQUAL NORMAL MONTH HOURS
001-01-0013	EMPLOYEE, ABLE	1.0000	AAAA	Y	N		REQUIRED TIME SHEET NOT FOUND
001-01-0014	EMPLOYEE, ABLE	1.0000	AAAA	Y	N		REQUIRED TIME SHEET NOT FOUND
001-01-0016	EMPLOYEE, TEST	1.0000	AAAA	Y	N		REQUIRED TIME SHEET NOT FOUND
001-01-0017	EMPLOYEE, TEST	0.1000	AAAA	Y	N		REQUIRED TIME SHEET NOT FOUND
		0.1000	AAAA	0013	0001	AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013	0001	AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013	0001	AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013	0001	AAAAAA 00	MULTIPURPOSE
		0.2000	AAAA	0013	0001	AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013	0001	AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013	0001	AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013	0001	AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013	0001	AAAAAA 00	MULTIPURPOSE
001-01-0018	EMPLOYEE, TEST	0.1000	AAAA	Y	N		REQUIRED TIME SHEET NOT FOUND
		0.1000	AAAA	0013		AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013		AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013		AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013		AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013		AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013		AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013		AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013		AAAAAA 00	MULTIPURPOSE
		0.1000	AAAA	0013		AAAAAA 00	MULTIPURPOSE
001-01-0019	A	1.0000	AAAA	Y	N		REQUIRED TIME SHEET NOT FOUND
001-01-0020	UPLOAD INDEX CHANGE	0.5000	AAAA	Y	N		REQUIRED TIME SHEET NOT FOUND
		0.5000	AAAA	0001			
001-01-0025	PERSON, ANNIE	1.0000	AAAA	Y	N		REQUIRED TIME SHEET NOT FOUND
001-01-0026	PERSON, ERNEST	1.0000	AAAA	Y	N		REQUIRED TIME SHEET NOT FOUND

EXHIBIT VI-4-6  
EXCEPTION CONDITIONS - TIMESHEET EXCEPTION REPORT - CSTARET1<sup>1/</sup>

Message	Reason	Corrective Action	Default Handling
<b>REQUIRED TIMESHEET NOT FOUND</b>	The timesheet indicator in the EM Table indicates that a timesheet is required for this employee or group of employees. However, no timesheet has been input.	Obtain and input timesheet for the employee/group  Or Change the Timesheet indicator to <b>N</b> in the EM Table.	The SCO hours, if selected, and dollars are distributed to the employee's Home Base accounts.
<b>TS HOURS DOES NOT EQUAL NORMAL MONTHLY HOURS</b>	The Work Week indicator in the EM Table indicates that the employee must work the State standard hours for the month. However, the employee's timesheet does not contain the proper number of regular hours to meet this requirement.	Correct the hours on the timesheet  Or Change the Work Week Edit Indicator to <b>N</b> in the EM Table.	Timesheet hours will be used to distribute payroll costs in proportion to the hours recorded.
<b>MULTIPLE CT REPORTED</b>	The <b>CT</b> Hour Type was reported multiple times on a given timesheet.	Correct the timesheet to include only one <b>CT</b> entry. There should be only one <b>CT</b> entry per timesheet, and it should contain the total compensatory time earned for the employee or group.	The sum of all <b>CT</b> entries is used to distribute compensatory time earned.
<b>CTD HOURS EXCEED CT HOURS</b>	On a given timesheet, the sum of all the <b>CTD</b> entries exceeds the <b>CT</b> hours. <b>CT</b> is total compensatory time earned and includes <b>CTD</b> . Thus, <b>CT</b> must be at least equal to the sum of the <b>CTD</b> hours.	Correct the number of hours of <b>CT</b> or <b>CTD</b> .	<b>CT</b> hours are forced to equal <b>CTD</b> hours.
<b>CT CANNOT BE DISTRIBUTED - NO REG OR SD</b>	There is no <b>REG</b> or <b>SD</b> on the timesheet and the number of hours of <b>CT</b> is greater than the sum of the <b>CTD</b> hours. When <b>CT</b> hours are greater than the sum of the <b>CTD</b> hours, the excess is distributed among the regular or shift differential hours; however, in this case, there are no <b>REG</b> or <b>SD</b> hours.	Correct the timesheet to include regular hours or adjust the <b>CT</b> hours.	Fatal error - no distribution is made.
<b>CT EXCEEDS REG AND SD</b>	The excess of <b>CT</b> hours minus the sum of <b>CTD</b> hours is greater than the sum of all regular (and shift differential) hours. In other words, the number of hours of compensatory time earned to be distributed is greater than the number of regular hours worked.	Adjust the compensatory time earned or regular hours, as appropriate.	The excess is distributed.
<b>OT CANNOT BE DISTRIBUTED - NO REGULAR HOURS</b>	Warning message that overtime or shift differential overtime is on the timesheet, but no regular hours are present. Regular hours are defined as <b>REG</b> , <b>SD</b> , <b>HOL</b> , <b>VAC</b> , <b>SL</b> , or <b>CTO</b> .	Code regular hours on the timesheet, if appropriate.	The overtime is distributed per the timesheet when the SCO payment arrives. The SCO regular payment for the pay period is charged to the Home Base accounts.
<b>CT WILL NOT BE PROCESSED - CTO IND IS N</b>	The CTO Reserve Indicator in either the LC Table or the EM Table is set to <b>N</b> to indicate that the employee is not eligible to earn or take compensatory time off. However, at least one of the hour types, <b>CT</b> , <b>CTD</b> or <b>CTO</b> , is coded on the timesheet.	If the employee is eligible for compensatory time off, change the CTO Reserve Indicator, Percent, Index and PCA in the EM Table. If the employee is not eligible for compensatory time off, correct the timesheet.	The <b>CT</b> , <b>CTD</b> and/or <b>CTO</b> hours are not processed by the labor distribution process.

<sup>1/</sup> Refer to Exhibit VI-4-8 for a description of acronyms and indicator settings.

## **TIMESHEET TABLE STRUCTURE**

The Timesheet (TS) Table is divided into two segments: the control key and informational data. The control key identifies each TS record and consists of an Organization Code, (optional) Position, Employee Number (for individual timesheet only), Year-Month pay period, and Page number.

The informational data segment identifies the account codes to be charged. It consists of the number of Hours, Hour Type, Default Indicator, Index, Program Cost Account (PCA), PCA Activity, Agency Object (AO), Project/Work Phase (PH), Location, and Multi Purpose.

## **RELATIONSHIP TO OTHER TABLES**

During the update of the TS Table, the Organization Control (OC) Table, LC Table, EM Table, Index Code (IC) Table, Program Cost Account (PCA) Table, Project Control (PC) Table and several Descriptor Tables are used to validate most of the data elements.

To give departments flexibility for distributing labor costs, the TS Table overrides the EM Table. This allows costs for specific units or individuals to be distributed differently than other units or individuals within the same department.

## **INPUT CODING**

A listing of the fields contained on the TS Entry screen and/or on the activity reports is shown in Exhibit VI-4-8. It includes explanations of the fields as well as coding instructions for data entry. There is no standard input coding form since it is based on the department specific timesheet. The TS Table is accessed online using Command **J.1** or **I.7.3**. Up to 99 timesheet pages can be entered for each employee or group for any given month. Optional numeric values are available for both the Hour Type and the Default option so that timesheets can be keyed exclusively from the 10-key numeric pad portion of the keyboard.

**Note:** Both the LC Table and EM Table must be established before a timesheet can be entered

## TIMESHEET ENTRY SCREEN

The Entry screen shown below is available through Command **J.1** or **I.7.3**.

```

9990 I.7.3: Timesheet Entry                                01-02-2007 01:03 PM

Function: _ (A=Add, C=Change, D=Delete, N=Next, P=Print Table)
          (R=Recall Maint/Print, V=View, W=Print Rec)
To retrieve Employee Number, key last four digits and press Enter XXX-XX- ____
POSITION > _____ EMPLOYEE NUMBER> _____
YEAR-MONTH : 2006 12      PAGE: 01      NAME:
TOTAL HOURS: _____ AVERAGE HOURLY RATE: _
  HOURS  TYPE  D  INDX>  PCA>  ACTY>  AO>  PROJ/WP>  LOC>  MULTI PUR
1: _____
2: _____
3: _____
4: _____
5: _____
6: _____
7: _____
8: _____
9: _____
10: _____
To access all distribution lines (1 through 15), press F11
Command: _____ LP DATE:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit  Log   List  Dfalt Bkwrdr Frwrdr Clear LCopy D1-15 Main

```

Table maintenance, **A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record, can be performed from the Entry screen.

The TS Entry screen displays only the first ten of the fifteen distribution lines available. Press **F11=D1-15** to navigate to the pop-up Timesheet Distribution screen to display all fifteen distribution lines for key entry. An example of the TS Distribution screen is displayed below.

```

Timesheet Distribution
POSITION: _____ EMP NBR: _____ NAME: _____
YEAR-MONTH: 2006 12  PAGE: 01  TOTAL HOURS: _____ AVG HOURLY RATE:
  HOURS  TYPE  D  INDX>  PCA>  ACTY>  AO>  PROJ/WP>  LOC>  MULTI PUR
1: _____
2: _____
3: _____
4: _____
5: _____
6: _____
7: _____
8: _____
9: _____
10: _____
11: _____
12: _____
13: _____
14: _____
15: _____
      PF1  PF2                PF6  PF7  PF8                PF10  PF11
      Help Retrn              Dfalt Blwrdr Frwrdr          LCopy Entry
Press Enter to accept, F2 to cancel, or F11 to access Entry Screen

```

The TS control key (Position, Employee Number, Year-Month, Page) is displayed on the Time Sheet Distribution pop-up screen and cannot be modified.

To exit the TS Distribution screen and return to the TS Entry screen, press one of the following keys:

- ★ **Enter** – When **Enter** is pressed, edits are performed. If the data passes all online edits, the TS Entry screen is displayed with a message confirming that the table maintenance was successfully performed.
- ★ **F2=Retrn** – When **F2=Retrn** is pressed, the TS Entry screen is displayed. All data entered on the TS Distribution screen is lost.
- ★ **F11=Entry** – When **F11=Entry** is pressed, the TS Entry screen is displayed. All data entered is retained. Edits are not performed until Enter is pressed from the Entry screen.

### Record Retrieval By Last Four Digits Of The Employee Number

The TS Entry screen has an option to look up/retrieve the Employee Number from the EM Table based on the last four digits of the Employee Number. To perform this retrieval, key the last four digits of the Employee Number in the field titled 'To retrieve Employee Number, key last four digits and press Enter'. If a match is found, the entire Employee Number, Position (if used), and Name is displayed in the respective fields on the TS Entry screen. If multiple matches are found OR if no match is found, the Employee Record Search screen is displayed. From this screen, the desired record can be selected or a new search can be initiated using other information from the employee record.

If a pay period is keyed in the Year-Month field on the TS Entry screen, the specified FFY is searched. If the Year-Month field is left blank, the current FFY is searched.

The Employee Record Search screen also appears when the cursor is in any of the following fields and F1=Help is pressed:

- ★ Position
- ★ Employee Number
- ★ Name
- ★ 'To retrieve Employee Number, key last four digits and press Enter'.

## TIMESHEET LIST SCREEN

The List screen is displayed when the **F5**=List key on the Entry screen is pressed.

Most table maintenance, **C**=Change, **D**=Delete, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record, can be initiated from the List screen. The List screen gives departments the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance on the current screen is finished.

An example of the screen is displayed below.

```

9990 Timesheet List                                01-03-2007 09:05 AM

Function: _ (P=Print Table, R=Recall Maint/Print)
Go to Position/Emp Number: _ _ _ _ _ / _ _ _ _ _
                                           Year-Month: 2006 12

Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F      POSITION      EMP NUMBER      NAME      YEAR-MO  PAGE
-      - - - - -    - - - - -    - - - - -    - - - - -  - -
-      999-99-9991  JOHN DOE      2006 12  01
-      999-99-9991  JOHN DOE      2006 12  02
-      999-99-9991  JOHN DOE      2006 12  03
-      999-99-9992  JANE DOE      2006 12  01
-      999-99-9992  JANE DOE      2006 12  02
-      999-99-9992  JANE DOE      2006 12  03
-      999-99-9993  WILLIAM DOE   2006 12  01
-      999-99-9993  WILLIAM DOE   2006 12  02
-      999-99-9994  CHARLES DOE   2006 12  01
-      999-99-9995  HENRY DOE     2006 12  01
-      *** End of Data ***

Command: _
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit  Log      Bkwrdr Frwrdr Clear      Main

```

If the Entry screen is blank when **F5** is pressed, the list of TS records begins with the first sequential record in the file. If the Entry screen is blank except for the Year-Month field, the list begins with the first sequential record within the Year-Month period.

The Year-Month is shown in the upper right corner of the screen. To change the Year-Month, enter the desired pay period and press **Enter**. To find a record, enter the Position (if used)/Emp Number and the Year-Month in their respective fields and press Enter. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter a **P** or **R** in the Function Field or enter a **C**, **D**, **V** or **W** in the **F** action column to the left of the desired record. Values cannot be keyed in the Function field and the **F** action column at the same time. However, multiple records may be selected from the **F** action column.



When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. If **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. After maintenance is completed for each record, the **F2** key must be pressed to go to the next record.

All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

## TIMESHEET ACTIVITY LOG SCREEN

The Activity Log screen provides a historical log of all activity performed. The screen is displayed when the **F4=Log** key on the Entry or List screen is pressed. Examples of Screens 1 and 2 are displayed below.

```

9990 Timesheet - Activity Log Screen 1                                08-08-2007 07:30 AM
                                                                MORE=>
Sort: K (D=Date/Time, U=UserID, K=Position/Emp Number/Year-Mo)
-----Go To----- -Go To-- -----Go To-----
      DATE      TIME      USERID      POSITION      EMP NUMBER      YEAR-MO
F  -----
-  -----
D  06-14-2007 03:15 PM  ADJ-TS      999-99-9990      2006-09      01
A  06-14-2007 03:15 PM  ADJ-TS      999-99-9990      2006-09      01
A  07-09-2007 01:10 PM  CSAQKLC      999-99-9991      2006-03      01
D  06-26-2007 01:51 PM  CSAQKLC      999-991          2006-03      02
A  06-26-2007 01:50 PM  CSAQKLC      999-991          2006-03      02
D  06-26-2007 04:50 PM  CSAQKLC      999-992          2006-03      02
A  06-26-2007 03:00 PM  UPLOAD      999-992          2006-03      02
D  08-02-2007 03:00 PM  UPLOAD      999-993          2006-03      03
D  07-12-2007 02:19 PM  CSAQKLC      999-994          2006-03      03
C  07-12-2007 03:00 PM  UPLOAD      999-995          2006-03      03
C  07-12-2007 03:00 PM  UPLOAD      999-996          2006-03      03
D  06-29-2007 12:54 PM  CSAQKLC      999-997          2006-03      03

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      Dtail      Bkwrdr Frwrdr      Left  Right Main

```

```

9990 Timesheet - Activity Log Screen 2                                08-08-2007 07:32 AM
                                                                <=MORE
Sort: K (D=Date/Time, U=UserID, K=Position/Emp Number/Year-Mo)
-----Go To----- -Go To-- -----Go To-----
      DATE      TIME      USERID      NAME      YEAR-MO      PAGE
F  -----
-  -----
D  06-14-2007 06:00 AM  ADJ-TS      JOHN DOE      2006-09      01
A  06-14-2007 06:00 AM  ADJ-TS      JOHN DOE      2006-09      01
A  07-09-2007 01:10 PM  CSAQKLC      JANE DOE      2006-03      01
D  06-26-2007 01:51 PM  CSAQKLC      EXECUTIVE      2006-03      02
A  06-26-2007 01:50 PM  CSAQKLC      EXECUTIVE      2006-03      02
D  06-26-2007 01:50 PM  CSAQKLC      LEGAL          2006-03      02
A  06-26-2007 06:00 AM  UPLOAD      BUDGETS        2006-03      02
D  08-02-2007 06:00 AM  UPLOAD      ACCOUNTING      2006-03      03
D  07-12-2007 02:19 PM  CSAQKLC      SUPPORT SERVICES  2006-03      03
C  07-12-2007 06:00 AM  UPLOAD      PERSONNEL      2006-03      03
C  07-12-2007 06:00 AM  UPLOAD      REGION 1        2006-03      03
D  06-29-2007 12:54 PM  CSAQKLC      REGION 2        2006-03      03

Command:
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit      Dtail      Bkwrdr Frwrdr      Left  Right Main

```

The **F10** and **F11** keys are used to toggle between the Activity Log screens. The list of activity records is sorted by date when **F4** is pressed if the Entry screen is blank or if the cursor on the List screen is not positioned on a record. The records are displayed in descending order beginning with the most recent activity performed. A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

The list of activity records is sorted by Position/Employee Number/Year-Month when **F4** is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record. The records are displayed by Position/Employee Number/Year-Month in ascending order. The list begins with the Position/Employee Number/Year-Month of the record previously on the Entry screen or the Position/Employee Number/Year-Month of the List screen record where the cursor was positioned. If there are multiple activity records for the same Position/Employee Number/Year-Month, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the Position/Employee Number/Year-Month columns are displayed in white to indicate Position/Employee Number/Year-Month as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**=Position/Employee Number/Year-Month in the Sort field. For example, when **U**=UserID is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID, Position (for group), Position/Employee Number, or Employee Number in the 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are found, the matching records are displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

Each year on March 31, activity records are purged if (1) the Log Date is prior to August 1; and (2) the pay period is for the Prior Fiscal Year. For example, on March 31, 2008, activity records are purged if the pay period is between July 2006 and June 2007 and the Log Date is before August 1, 2007.

## LOG DETAIL SCREEN

The Log Detail screen displays the maintenance activity for a selected record. The Log Detail screen is accessed from the Activity Log screen. To view a record, place the cursor on any record line and press **F5=Dtail**.

An example of the Log Detail screen is displayed below.

```

0650 Timesheet Log Detail-Year-Mo/Position/Emp Nbr/D/T      08-08-2007 07:33 AM

Function: A  DATE: 07-09-2007  TIME: 01:10:23 PM  USERID: CSAQKLC

POSITION      :                      EMPLOYEE NUMBER: 999-99-9991
YEAR-MONTH    : 2006-03              PAGE: 01          NAME: JANE DOE
TOTAL HOURS   : 17600                AVERAGE HOURLY RATE:
      HOURS   TYPE D  INDX>  PCA>  ACTY>  AO>  PROJ/WP>  LOC>    MULTI PUR
1: 17600     REG    Y
2:
3:
4:
5:
6:
7:
8:
9:
10:
To access all distribution lines (1 through 15), press F11
Command: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
      Help  Retrn Quit                      Bkwrdr Frwrdr                      D1-15 Main

```

Note that the Function as well as the entire maintenance record is displayed. For Change maintenance transactions, the changed fields are highlighted.

The F7 and F8 keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records. When the F11 key is pressed, all fifteen distribution lines for the timesheet record are displayed on the Timesheet Distribution pop-up screen.

## GUIDELINES FOR CODING PAY TYPE

Each type of payroll is matched to each pay type on the timesheet. If the hour types identified do not match, the payroll will be processed using the EM/LC Table.

### Coding Regular and Overtime Pay

Depending on how the OT Coding Indicator in the EM/LC Tables is set, Regular and Overtime Pay types can be posted together or separately on the timesheet.

The following chart illustrates two ways overtime pay (OT) can be recorded.

OT Coding Indicator Setting	Hours	Hour Type
Overtime Indicator set to <b>Y</b> (per LC or EM Table):	176	REG
	10	OT
Overtime Indicator set to <b>N</b> (per LC or EM Table):	186	REG

If the OT Coding Indicator is set to **Y**, the OT hours should be posted on a line separate from Regular Pay. If an OT line is not coded on the timesheet, Overtime Pay is allocated according to the EM/LC Table.

If the OT Coding Indicator is set to **N**, Overtime Pay is allocated in the same manner as Regular Pay. Regular Pay and OT Hours are combined under REG on one line of the timesheet.

In the illustration above, assume that the month's total standard hours are 176, the employee worked 10 hours of paid overtime, and that none of the hours were on a shift basis.

Refer to the Using Overtime Coding section in Chapter VI-1, Labor Distribution-Introduction for details.

#### Coding Shift Differential and Shift Differential Overtime Pay

Depending on how the OT Coding Indicator in the EM/LC Tables is set, Shift Differential and Shift Differential Overtime Pay types can be posted together or separately on the timesheet. The following chart illustrates two ways shift differential pay (SD) and shift differential overtime pay (SDOT) can be recorded.

OT Coding Indicator Setting	Hours	Hour Type
Overtime Indicator set to <b>Y</b> (per LC or EM Table):	176	SD
	10	SDOT
Overtime Indicator set to <b>N</b> (per LC or EM Table):	186	SD

If the OT Coding Indicator is set to **Y**, the SD and SDOT hours should be posted on separate lines on the timesheet. When they are not posted on separate lines, SDOT Pay is allocated according to the LC/EM Table.

If the OT Coding Indicator is set to **N**, the total hours are combined under SD on one line of the timesheet. When the indicator is set to **N**, SDOT Pay is allocated in the same manner as SD Pay.

In the illustration above, assume that the month's total standard hours are 176, the employee worked 10 hours of paid overtime, and that all of the hours were on a shift basis.

#### Coding Regular and Shift Differential Pay

Regular pay and shift differential hours must be coded on separate lines on the timesheet. The following two charts illustrate how to record shift differential pay. The employees in the examples below both worked 176 hours. The employee in Example A worked a shift that qualified for shift differential pay the entire month.

#### Example A

Hours	Hour Type
176	REG (matched to the SCO regular payment)
<u>176</u>	SD (matched to the SCO shift differential payment)
352	TOTAL TIMESHEET HOURS

#### Example B

The employee in Example B worked a total of 176 hours; 40 of those hours qualified for shift differential pay.

Hours	Hour Type
176	REG (matched to the SCO regular payment)
<u>40</u>	SD (matched to the SCO shift differential payment)
216	TOTAL TIMESHEET HOURS

Each pay type is allocated separately and must be recorded on separate lines on the timesheet. Although the total timesheet hours are more than the 176 hours worked, the employee is only paid for the actual hours worked.

## TABLE MAINTENANCE FUNCTIONS

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

### A=Add

#### From The Entry Screen:

Key an **A** in the Function field, Position (if used), Employee Number, Year-Month, Page, and the appropriate values in the informational elements fields to **Add** a record to the TS Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the TS file. A fresh screen is displayed with blank data fields, and a message confirming that the TS Table record was added successfully is displayed at the bottom of the screen.

#### From The List Screen:

The **Add** function is not available on the List screen.

### C= Change

#### From The Entry Screen:

To **Change** a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key **C** in the Function field of the desired record.
- (2) Key **V** in the Function field, the appropriate values in the record key fields, and press **Enter** to **View** a record. Key **C** in the Function field.
- (3) Key **C** in the Function field, the appropriate values in the record key fields, and press **Enter**.

Key over the field(s) to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

#### From The List Screen:

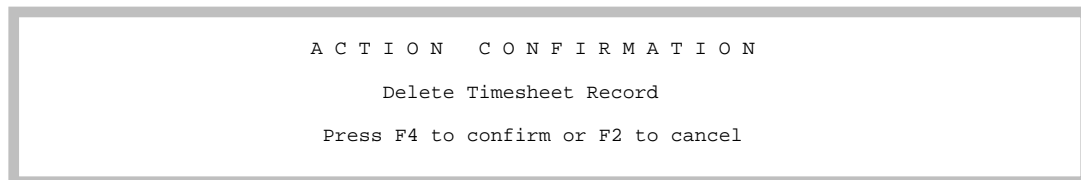
Key **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field(s) to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the changes. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

**D=Delete**From The Entry Screen:

To **Delete** a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key **D** in the Function field of the desired record, and press **Enter**.
- (2) Key **V** in the Function field, the appropriate values in the record key fields, and press **Enter** to **View** a record. Key **D** in the Function field, and press **Enter**.
- (3) Key **D** in the Function field, the appropriate values in the record key fields, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. The pop-up screen is shown below.



If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the TS Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

From The List Screen:

Key **D** in the F action column to the left of the desired record, and press **Enter**. The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the TS Table.

A message confirming that the record was deleted successfully or that the **Delete** function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or return to the List screen.

**N=Next**From The Entry Screen:

**Next** performs the same as the **Add** function, except the data remains on the screen after **Enter** is pressed.

From The List Screen:

The **Next** function is not available on the List screen.

**P=Print Table**

The **Print Table** function provides departments the option of generating an electronic report file of the Timesheet Table Listing Report and/or printing the report through the Print/Report File Selection pop-up screen. An example of the CSB520-2 report is displayed in Exhibit IV-4-10.

If a Year-Month is displayed on the pop-up screen, only records for the specified period are selected. If the Year-Month field is blank, the entire TS Table (all Year-Month's) is selected.

From The Entry Screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. If a Year-Month displayed on the Entry screen when **Enter** is pressed, the Year-Month is displayed on the pop-up screen. If the Year-Month field is blank when Enter is pressed, the Year-Month is not displayed on the screen.

From The List Screen:

Key **P** in the function field, and press **Enter** to display the Print/Report File Selection pop-up screen. To request all records in the TS Table, delete the Year-Month from the field on the pop-up screen.



An example of the pop-up screen is shown below.

```

Print/Report File Selection
Timesheet (TS) Table

____ _ Enter Year-Month or leave blank for entire table

_ Enter Destination:
  F=Report File only
    Report File: CS9990.CSI520-*.TBL-TS.IQ.D2070110.T0746544
  P=Printer Output and Report File
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL
    Report File: CS9990.CSI520-*.TBL-TS.IQ.D2070110.T0746544
  O=Report Output after Labor Process
    Printer ID : CTP2      Report Class: Z      Report ID: ITBL

_ Enter 'Y' to create a fixed format report (for Monarch use)

Press Enter to submit the request, or F2 to cancel

```

Key one of the following 3 options in the Destination field on the pop-up screen:

- F** – Immediately generates an electronic report file of the Timesheet (TS) Table Listing Report (CSI520-2)
- P** – Immediately generates an electronic report file of the Timesheet (TS) Table Listing Report (CSI520-2) and ROPES the Timesheet (TS) Table Listing Report (CSI520-2) to an agency printer
- O** – ROPES the Timesheet (TS) Listing Report (CSB520-2), including the current day's table maintenance, to an agency printer after the labor process is run

Leave **Blank** or key **Y** in the ' \_ Enter 'Y' to create a fixed format report (for Monarch use)' field as explained below:

- Blank** – Generates CSB520-5 which suppresses the printing of a line if all record fields included in that line are blank (e.g., Distribution Lines)
- Y** – Generates CSB520-2 which prints all lines of every record

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen. Use **F2** to return to the previous screen (Entry or List).

**Note:** The Print Output Destination is maintained by CALSTARS staff. To request a change, send an e-mail to [calstars@dof.ca.gov](mailto:calstars@dof.ca.gov). Include 'Report Routing' in the subject line.

The TS file can be requested in raw data format through Command **G.1**.

**R=Recall Maintenance/Print**

The Recall function is used to delete TS Table maintenance before the Labor process is initiated. For this table, only print (option O) maintenance may be recalled.

From The Entry Screen Or The List Screen:

Key **R** in the function field, and press **Enter** to display the Recall Labor Process Maintenance/Print Request pop-up screen as shown below. All other fields must be blank when **Enter** is pressed. Use **F2** to return to the Entry or the List screen.

An example of the pop-up screen is shown below.

```

Recall Labor Process Maintenance/Print Request
Timesheet (TS) Table

Select one or more with a 'Y':

_ Remove the request to Print 2006-12
_ Remove the request to Print table
*** End of Data ***

Press Enter to remove the request(s).
PF2          PF7  PF8
Retrn        Bkwrd Frwr

```

Key **Y** in the field to the left of the desired print request(s), and press **Enter** to delete the request(s). A confirmation message is displayed at the bottom of the screen.

**V=View**From The Entry Screen:

Key **V** in the Function field, the record key values in their respective fields, and press **Enter** to **View** a record. A confirmation message is displayed at the bottom of the screen.

From The List Screen:

Key **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

**W=Print Record**

The **W** function immediately prints a single record report (CSI520-2) and generates a single record report file from the TS Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI520-2.TBL-TS.IQ.Dcyyymmdd.Thhmmss.

From The Entry Screen:

Key **W** in the Function field, the record key values in their respective fields, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

From The List Screen:

Key **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

**Function (F) Keys**

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the TS Table screens:

**F1=Help**—The following two types of online help is available on pop-up screens:

- ✧ Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number or title in the fields at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.
- ✧ General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.

**F2=Retrn** (Return) or **Next**—The following two functions are available for the **F2** key.

**Retrn**—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.

**Next**—When more than one record is selected for action from the List screen and **Enter** is pressed, the first selected record is displayed. The label below the **F2** key changes from **Retrn** to **Next**. When **F2=Next** is pressed, the next selected record is displayed. The records are displayed one at a time in ascending order. When the last record selected is displayed, the label below the **F2** key changes back to **Retrn**.

**F3=Quit**—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.

**F4=Log**—Displays the TS Log Activity screen.

**F5=List or Log Detail**—The following two functions are available for the F5 key.

**List**—Displays the TS List screen.

**Log Detail**—Displays the TS Log Detail screen.

**F6=Dfalt** (Default)—Locks and unlocks fields for data entry. Defaults may be set to retain coding information for use in consecutive transactions and to "skip" unused fields so the cursor stops only at fields to be keyed. Values cannot be changed in locked fields.

To set Defaults:

1. Enter data in the fields that are to become defaults (i.e., used in the current and subsequent transactions).
2. To skip fields that will not be used, enter a period (.) in the first position of the fields.
3. Press **F6** to lock these fields as defaults. This changes the characters to green and the underline is removed.

Key the remainder of the data needed for the transaction, and press **Enter** to 'save' the transaction.

Defaults may be turned on or off at any time during the transaction entry process by alternately pressing **F6**.

**F7=Bkwrđ** (Backward)—Go to the previous record (page of records).

**F8=Frwrđ** (Forward)—Go to the next record (page of records).

**F9=Clear**—Erases all keyed fields except any fields locked by **F6=Dfalt**.

**F10=LCopy** (Line Copy) – Copies and pastes information from a distribution line to another. This function can be used when TS record information has slightly different accounting classification data in various distribution lines.

To perform the Line Copy function:

1. Place the cursor on any space in the line that contains the information to be copied, and press **F10**.
2. Place the cursor on any space in the line where the information is to be pasted.
3. Enter number of times the information should be pasted, then press **F10** again. The copied information is pasted starting on the line where the cursor is placed.

**F11=D1-15 or Entry** – The following two functions are available for the F11 key.

**D1-15** (Distribution line 1 through 15) – Displays the pop-up TS Distribution screen, including all 15 distribution lines.

**Entry** – Exits the pop-up TS Distribution screen and returns to the TS Entry screen. All data keyed in the pop-up TS Distribution screen is retained. Edits are **not** performed when using **F11-Entry** to return to the TS Entry screen.

**F12=Main**—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

## Timesheet Table Reports

The following reports are system generated:

- ★ Timesheet Table Activity Report – Sorted by Position/Employee Number (CSB520-1) - This report displays all transactions successfully entered online during the work day. It is produced during labor processing begins daily at 3:00 PM. The report is displayed in Exhibit VI-4-9.
- ★ Timesheet Table Upload Activity Report – Sorted by Position/Employee Number (CSB520-4) – This report displays all transactions processed from external input files and corresponding error codes and messages, if applicable. The report is displayed in Exhibit VI-4-11.
- ★ Timesheet Table Activity Report – Sorted by Last Four Digits of Employee Number (CSB520-6) - The report is displayed in Exhibit VI-4-12.
- ★ Timesheet Table Upload Activity Report – Sorted by Last Four Digits of Employee Number (CSB520-7) –The report is displayed in Exhibit VI-4-13.

**NOTE:** The sort order of the Table Activity Report is control by the "TS/AJ Rept Sort" indicator in the LC Table. A selection of "0" for report

sorted by Position/Employee Number and "1" for report sorted by the last four digits of the Employee Number. The selection of the sort order must be made before labor processing begins daily at 3:00 PM.

The following reports are produced upon department request:

- ✪ Timesheet Table Listing Report (CSB520-2/CSI520-2) - This report is produced when function **P**=Print Table or **W**=Print Rec (1 record only) is entered on the TS Entry or List screen. If Function **P** and Year-Month are entered, the listing is limited to the specific Year-Month requested. If **P** is entered without a Year-Month, the listing contains all Year-Month pay periods in the TS table. The report is displayed in Exhibit VI-4-10.

Both the Timesheet Table Activity Report and the Timesheet Table Listing Report display the alpha or numeric value keyed for the Hour Type and Default fields.

**NOTE:** CSBnnn-n and CSInnn-n reports contain the same information and are identical in format. Therefore, only CSBnnn-n reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

## Control

The Timesheet Table Activity Report (CSB520-1) and the Timesheet Table Upload Activity Report (CSB520-4) should be reviewed to ensure that all maintenance was done correctly. All table maintenance activity must be recorded on the Table Maintenance Control Log (CALSTARS 20) as described in the *Table Maintenance Activity Log* section of Chapter IV.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

## ANNUAL TIMESHEET PURGE

The prior fiscal year timesheet purge process is run automatically on the last processing day of October to give departments time to make adjustments, i.e., adjustment timesheets. Records are purged if (1) the pay period is for the Prior Fiscal Year and (2) the Last Processing (LP) date is prior to August 1. For example, timesheet records are purged in October 2007 if the pay period is between July 2006 and June 2007 and the LP date is prior to August 1, 2007.

**Time Sheet – File Purge Listing**

The CSB525-1, Time Sheet – File Purge Listing, shown in Exhibit VI-4-7, is generated by the timesheet purge process. The report contains only those timesheets that were purged by the process.

This report displays purged records in the sequence of:

- ★ Position;
- ★ Employee Number;
- ★ Timesheet year and month; and
- ★ Page number.

Exhibit VI-4-7

```

CSB525-1 *****
                                DEPARTMENT OF AIR QUALITY
                                CALSTARS      T S - F I L E   M A I N T E N A N C E   REPORT
10/31/2006 (08:53) *****
                                T I M E   S H E E T - F I L E   P U R G E   L I S T I N G
*****
-----RECORD KEY-----
POS-NO      EMP NO/NAME  YR MO PAGE  AVG  HOURS  DIST-HRS  UNDIST-HRS  TYPE HB INDX  PCA  ACTV  PROJ  WP AO  LOC  MP-CODE
XXX-XXX-XXX-XXX  XXX-XX-XXXX  XX XX XX   X  XXXXX.XX  XXXXX.XX  XXXXX.XX   XXXX X  XXXX  XXXXX XXXX XXXXXX XX XX XXXXXX XXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
999-99-9999  99 06 01      80.00      . 0      80.00  REG  N      11111      123456789123
JOHN DOE      0.39      . 0      0.39  REG  Y
57.00      . 0      57.00  REG  Y      123456789123

```



EXHIBIT VI-4-8  
EMPLOYEE TIMESHEET TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<b><u>Control Key:</u></b>		
Organization Number (ORG)	4	The Organization Code is automatically displayed based on the signon used. It cannot be altered.
POSITION	6 or 13	<p><u>Individual employee timesheet:</u></p> <p>If the LC Table Position Coding indicator is <b>Y</b>, <b>enter the employee's 13-digit Position number:</b></p> <ul style="list-style-type: none"> <li>• 3-digit SCO Agency code;</li> <li>• 3-digit Payroll Reporting Unit (PRU);</li> <li>• 4-digit Class code; and</li> <li>• 3-digit Employee Serial Number.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>If the LC Table Position Coding indicator is <b>N</b>, <b>leave blank.</b></p> <p><u>Group timesheet:</u></p> <p><b>Enter the 6-digit <u>group</u> Position number:</b></p> <ul style="list-style-type: none"> <li>• 3-digit SCO Agency code; and</li> <li>• 3-digit Payroll Reporting Unit (PRU).</li> </ul>
EMPLOYEE (EMP) NUMBER (NBR)	9	<p><u>Individual employee timesheet:</u></p> <p><b>Enter the individual's Employee Number.</b></p> <p><u>Group timesheet:</u></p> <p><b>Leave blank.</b></p>
YEAR-MONTH (MO)	6	<b>Enter the pay period calendar year and month.</b>
PAGE	2	<b>Enter the page number of the timesheet.</b> The page number must be numeric and greater than zero. (Example: the first page would be <b>01</b> .)
<b><u>Information Elements:</u></b>		
TOTAL HOURS	1-9	<b>Enter the total number of hours for the timesheet page, including the 2 digits for hundredths.</b> Do <u>not</u> enter the decimal point. (Example: 176 hours would be <b>17600</b> ).
AVERAGE HOURLY RATE		Leave blank.

EXHIBIT VI-4-8 (Continued)  
EMPLOYEE TIMESHEET TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<b><u>Distributions:</u></b>		
HOURS	1-7	<b>Enter the number of hours worked to two decimal places.</b> Do not enter the decimal point. (Example: 40 and 1/2 hours would be <b>4050</b> ).
TYPE	2-4	<p><b>The hour type used is determined by the EM Table Overtime Indicator (OT). If the EM Table Overtime Indicator is blank, the hour type used is determined by the LC Overtime Indicator.</b></p> <p><b>Enter the hour type:</b></p> <p><b>REG</b> or <b>0009</b> - Regular time</p> <p><b>OT</b> or <b>1008</b> – Overtime - used (1) if EM Table OT Coding Indicator is <b>Y</b> or (2) if EM Table OT Coding Indicator is Blank and LC OT Coding Indicator is <b>Y</b>)</p> <p><b>SD</b> or <b>2007</b> - Shift differential (paid separately from regular time)</p> <p><b>SDOT</b> or <b>3006</b> - Shift differential overtime (paid separately from overtime)</p> <p>If Reserve Accounts are used, the following codes are valid:</p> <p><b>HOL</b> or <b>4005</b> - Holiday time</p> <p><b>VAC</b> or <b>5004</b> - Vacation time</p> <p><b>SL</b> or <b>6003</b> - Sick leave</p> <p><b>CTO</b> or <b>7002</b> - Compensating time off</p> <p><b>CTD</b> or <b>8001</b> - Compensating time direct (earned and charged to a specific timesheet PCA)</p> <p><b>CT</b> or <b>9005</b> - Compensating time (earned and allocated to all timesheet PCAs)</p>
D (DEFAULT)	1	<p><b>Enter the Default to Home Base Indicator:</b></p> <p><b>Y</b> or <b>1</b> – Charge the hours on this line according to the accounting classifications on the Home Base distribution section of the EM Table.</p> <p>If <b>Y</b> or <b>1</b> is keyed, the accounting classification fields on this line (Indx-Multi Pur) must be blank.</p> <p><b>N</b> or <b>0</b> - Charge the hours specified on this line according to the accounting classification information on this line.</p> <p>If <b>N</b> or <b>0</b>, an Index Code and PCA are required. The PCA Activity, Agency Object, Project/Work Phase, Location and Multi Purpose fields are optional.</p>

EXHIBIT VI-4-8 (Continued)  
EMPLOYEE TIMESHEET TABLE AND REPORT FIELD DESCRIPTIONS

Data Element	Length	Contents
<b><u>Accounts to be Charged:</u></b>		
		If the Default to Home Base Indicator is coded <b>N</b> or <b>0</b> , enter all of the classification elements to be charged.
INDEX (INDX)	4	<b>Enter the Index Code to be charged.</b>
PCA	5	<b>Enter the PCA to be charged.</b>
ACTY	4	<i>(Optional)</i> <b>Enter the PCA Activity to be charged.</b>
AO	2	<i>(Optional)</i> <b>Enter the Agency Object to be charged.</b> This Agency Object overrides the Agency Objects in the EM and LC Tables.
PROJ	6	<i>(Optional)</i> <b>Enter the Project to be charged.</b>
WP	2	<b>If Project is used, enter the Work Phase to be charged.</b>
LOC	6	<i>(Optional)</i> <b>Enter the Location to be charged.</b>
MULTI PUR	12	<i>(Optional)</i> <b>Enter the Multi Purpose to be charged.</b>
<b><u>THE FIELD BELOW IS DISPLAYED ON THE ENTRY SCREEN AND ON THE CSB520-2 and CSB520-5 REPORTS:</u></b>		
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance. This field is updated when a transaction is processed. It cannot be altered by the user.
<b><u>THE FIELDS BELOW ARE ONLY DISPLAYED ON THE CSB520-1, CSB520-4, CSB520-6, and CSB520-7 REPORTS:</u></b>		
TRANSACTION DATE	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME	2+2+2	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies the Sign-on ID used to input the transaction.

## EXHIBIT VI-4-9

CSB520-1 \*\*\*\*\*  
 CALSTARS  
 01/20/2007 (17:58) \*\*\*\*\*

DEPARTMENT OF CALSTARS TESTING  
 TIMESHEET (TS) TBLE ACTIVITY  
 REPORT

\*\*\*\*\* ORG NUMBER: 9999  
 ORG PAGE: 1  
 RUN PAGE: 1

## S O R T E D B Y P O S I T I O N / E M P L O Y E E N U M B E R

\*\*\*\*\*

POSITION	EMP NUMBER	YEAR-MO	PAGE	F	NAME					TOTAL HOURS	AVG	TRANS DATE	TRANS TIME	USERID
					PCA	ACTY	AO	PROJ/WP	LOC	MULTI PUR	DIST #	ERROR MESSAGES		
	998-99-9995	2006-01	01	A	DOE, MARY					176.00		01-20-2007	01:19:18 PM	CSCSPRT
DIST 01	80.00	REG	Y											
02	80.50	REG	N	1234	50300					123456789123				
03	15.50	REG	N	1234	50400									
	999-99-9993	2006-12	01	A	DOE, KEVIN					176.00		01-20-2007	01:17:02 PM	CSCSPRT
DIST 01	76.00	REG	N	2222	50300									
02	100.00	REG	N	2222	50500									
	999-99-9995	2006-09	01	A	DOE, HENRY					176.00		01-20-2007	01:20:52 PM	CSCSPRT
DIST 01	88.00	REG	Y											
02	30.00	REG	N	1234	50391									
03	30.00	REG	N	1234	50400									
04	28.00	REG	N	1234	50500									
999-993		2006-12	01	A	REGION 3 PROGRAM ADMIN					1050.00		01-20-2007	02:25:52 PM	CSCSPRT
DIST 01	525.00	REG	N	2300	50300									
02	525.00	REG	N	2300	50400									
999-994		2006-12	01	A	REGION 4 PROGRAM ADMIN					1050.00		01-20-2007	02:19:45 PM	CSCSPRT
DIST 01	1050.00	REG	Y											
999-995		2006-12	01	A	REGION 5 PROGRAM ADMIN					1050.00		01-20-2007	02:25:52 PM	CSCSPRT
DIST 01	1050.00	REG	Y											
999-996		2006-12	01	A	REGION 6 PROGRAM ADMIN					1050.00		01-20-2007	02:25:01 PM	CSCSPRT
DIST 01	1050.00	REG	Y											

## EXHIBIT VI-4-10

```

CSB520-2 *****
                                CALSTARS
01/20/2007 (17:58) *****
                                DEPARTMENT OF AIR QUALITY
                                TIMESHEET (TS) TABLE LISTING
                                REPORT
                                *****
                                ***** ORG NUMBER: 9990
                                ***** ORG PAGE: 1
                                ***** RUN PAGE: 1

```

POSITION	EMP NUMBER	YEAR-MO	PAGE	NAME	TOTAL HOURS	AVG	LP DATE
-----	-----	-----	-----	-----	-----	-----	-----
	HOURS	TYPE	D	INDX	PCA	ACTY	AO
	-----	-----	-----	-----	-----	-----	-----
	999-99-9990	2006-12	01	DOE, JAMIE	176.00		01-15-2007
DIST 01	80.00	REG	Y				
02	80.50	REG	N	1234	50391		
03	15.50	REG	N	1234	50400		
04							
05							
06							
07							
08							
09							
10							
11							
12							
13							
14							
15							
	999-99-9991	2006-12	01	ZELDA, JAMES	121.00		01-15-2007
DIST 01	80.00	REG	Y				
02	1.50	REG	N	1234	50391		
03	15.50	REG	N	1234	50400		
04	2.00	REG	N	1234	50401		
05	2.00	REG	N	1234	50402		
06	2.00	REG	N	1234	50403		
07	2.00	REG	N	1234	50404		
08	2.00	REG	N	1234	50405		
09	2.00	REG	N	1234	50406		
10	2.00	REG	N	1234	50407		
11	2.00	REG	N	1234	50408		
12	2.00	REG	N	1234	50409		
13	2.00	REG	N	1234	50410		
14	2.00	REG	N	1234	50411		
15	2.00	REG	N	1234	50412		

## EXHIBIT VI-4-11

CSB520-4 \*\*\*\*\*  
 CALSTARS DEPARTMENT OF AIR QUALITY \*\*\*\*\*  
 01/20/2007 (17:58) \*\*\*\*\*  
 TIMESHEET (TS) TABLE UPLOAD ACTIVITY REPORT  
 ORG NUMBER: 9990  
 ORG PAGE: 1  
 RUN PAGE: 1

## S O R T E D B Y P O S I T I O N / E M P L O Y E E N U M B E R

\*\*\*\*\*

POSITION	EMP NUMBER	YEAR-MO	PAGE	F	NAME	TOTAL HOURS	AVG	TRANS DATE	TRANS TIME	USERID					
		HOURS	TYPE	D	INDX	PCA	ACTY	AO	PROJ/WP	LOC	MULTI	PUR	DIST #	ERROR MESSAGES	
	998-99-9996	2006-07	01	A	DOE, ZACHERY	176.00							01-20-2007	01:19:18 PM	UPLOAD
DIST 01		88.00	REG	N	3333	50500									
	02	88.00	REG	N	3333	50600									
	999-99-9994	2006-07	01	A	DOE, WILLIAM	176.00							01-20-2007	01:20:52 PM	UPLOAD
DIST 01		100.00	REG	N	2222	50300									
	02	76.00	REG	N	2222	50500									
	999-99-9996	2006-12	01	A	DOE, TERRY	176.00									
DIST 01		88.00	REG	Y									04	X97-OT/SDOT NOT ALLOWED	
	02	30.00	REG	N	1234	50391									
	03	30.00	REG	N	1234	50400									
	04	28.00	OT	N	1234	50500									
999-997		2006-12	01	A	REGION 7 PROGRAM ADMIN	1050.00									
														ZCA-INVALID TOTAL HOURS	
999-998		2006-12	01	A	REGION 8 PROGRAM ADMIN	1050.00							01-20-2007	02:19:45 PM	UPLOAD
DIST 01		1050.00	REG	Y											

## EXHIBIT VI-4-12

CSB520-6 \*\*\*\*\*  
 CALSTARS DEPARTMENT OF AIR QUALITY \*\*\*\*\*  
 01/20/2007 (17:58) \*\*\*\*\*  
 TIMESHEET (TS) TABLE ACTIVITY REPORT  
 RUN PAGE: 1

SORTED BY LAST FOUR DIGITS OF EMPLOYEE NUMBER  
 \*\*\*\*\*

POSITION	EMP NUMBER	YEAR-MO	PAGE	F	NAME					TOTAL HOURS	AVG	TRANS DATE	TRANS TIME	USERID
		HOURS	TYPE	D	INDX	PCA	ACTY	AO	PROJ/WP	LOC	MULTI PUR	DIST #	ERROR MESSAGES	
	999-99-9992	2006-08	01	A	DOE, ADAM					176.00		01-20-2007	01:17:02 PM	CSCSPRT
DIST 01		76.00	REG	N	2222	50300								
	02	100.00	REG	N	2222	50500								
	998-99-9995	2006-01	01	A	DOE, MARY					176.00		01-20-2007	01:19:18 PM	CSCSPRT
DIST 01		80.00	REG	Y										
	02	80.50	REG	N	1234	50300				123456789123				
	03	15.50	REG	N	1234	50400								
	999-99-9995	2006-09	01	A	DOE, HENRY					176.00		01-20-2007	01:20:52 PM	CSCSPRT
DIST 01		88.00	REG	Y										
	02	30.00	REG	N	1234	50391								
	03	30.00	REG	N	1234	50400								
	04	28.00	REG	N	1234	50500								
999-993		2006-12	01	A	REGION 3 PROGRAM ADMIN					1050.00		01-20-2007	02:25:52 PM	CSCSPRT
DIST 01		525.00	REG	N	2300	50300								
	02	525.00	REG	N	2300	50400								
999-994		2006-12	01	A	REGION 4 PROGRAM ADMIN					1050.00		01-20-2007	02:19:45 PM	CSCSPRT
DIST 01		1050.00	REG	Y										
999-995		2006-12	01	A	REGION 5 PROGRAM ADMIN					1050.00		01-20-2007	02:25:52 PM	CSCSPRT
DIST 01		1050.00	REG	Y										

## EXHIBIT VI-4-13

CSB520-7 \*\*\*\*\* DEPARTMENT OF AIR QUALITY \*\*\*\*\* ORG NUMBER: 9990  
 CALSTARS TIMESHEET (TS) TABLE UPLOAD ACTIVITY REPORT ORG PAGE: 1  
 01/20/2007 (17:58) \*\*\*\*\* RUN PAGE: 1

S O R T E D B Y L A S T F O U R D I G I T S O F E M P L O Y E E N U M B E R

\*\*\*\*\*

POSITION	EMP NUMBER	YEAR-MO	PAGE	F	NAME					TOTAL HOURS	AVG	TRANS DATE	TRANS TIME	USERID
		HOURS	TYPE	D	INDX	PCA	ACTY	AO	PROJ/WP	LOC	MULTI PUR	DIST #	ERROR MESSAGES	
	999-99-9994	2006-07	01	A	DOE, WILLIAM					176.00		01-20-2007	01:20:52 PM	UPLOAD
DIST 01		100.00	REG	N	2222	50300								
	02	76.00	REG	N	2222	50500								
	998-99-9996	2006-07	01	A	DOE, ZACHERY					176.00		01-20-2007	01:19:18 PM	UPLOAD
DIST 01		88.00	REG	N	3333	50500								
	02	88.00	REG	N	3333	50600								
	999-99-9996	2006-12	01	A	DOE, TERRY					176.00				
DIST 01		88.00	REG	Y								04	X97-OT/SDOT NOT ALLOWED	
	02	30.00	REG	N	1234	50391								
	03	30.00	REG	N	1234	50400								
	04	28.00	OT	N	1234	50500								
999-997		2006-12	01	A	REGION 7 PROGRAM ADMIN					1050.00				ZCA-INVALID TOTAL HOURS
999-998		2006-12	01	A	REGION 8 PROGRAM ADMIN					1050.00		01-20-2007	02:19:45 PM	UPLOAD
DIST 01		1050.00	REG	Y										



